Kickstart for MORE newbies!

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Hi!

I have so much fun with MORE that I couldn't resist writing something about how to get into it and how to use it to best advantage.

I looked at it years ago, back in the 80s, but for some reason, didn't pick it up. Then a couple of years back, someone introduced me to MORE again. I have been using it with growing enjoyment ever since!

Give MORE a try, DO the Tutorial so you get an idea of its power, then enjoy too!

Best regards,

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(Naturally, this document was made in MORE 3.1!)

I. Getting the program

MORE 3.1 is downloadable free from Dave Winer's site: <http://www.outliners.com>.

II. Getting a full set of manuals

The MORE Tutorial Manual, Reference Manual, Quick Reference Manual and information about enhancements of the program (from v.3.0 to v3.1), which I downloaded from Brad Pettit's site as PageMaker 3, converted and cleaned up in PM6.52 and printed to PDF, are available for download from Nick Lowe's MORE site: <http://www2.rhbnc.ac.uk/Classics/NJL/moredocs.html>.

Don't miss the note in the Quick Reference about a bold "w" standing for the command (Apple-splat) key. I have been unable to find a font that will work in PDF. So I left a bold "w" in instead.

III. THE TUTORIAL — DO IT!

You'll find the Tutorial Manual very extensive.

I STRONGLY COUNSEL YOU TO SET ASIDE AT LEAST A COUPLE OF HOURS TO WORK THROUGH THE TUTORIAL IN THE MANUAL, WHICH WORKS WITH THE TUTORIAL FILE THAT COMES WITH MORE 3.1.

This is a program that really is going to return to you many hours of your life over an extended period. The few hours you spend making yourself familiar with it are an investment of the first order.

The Tutorial Manual is very, very solid. The whole book is about 140 pages. To be frank, I took about 4 hours to work through it, making absolutely sure I got the message.

IV. Idiosyncratic — and brilliant!

MORE is definitely an idiosyncratic program, but less so than it first appears once you get into it. Think of it as a cross between a WP and a database, then it becomes more understandable. And hey, it's way better than the current Macros**t Weird and AppleWorks outliners, or, in my opinion, any of the other alternatives currently available.

V. Generally

Dave Winer and the others who contributed, did an amazing job developing MORE. The program has obvious limitations, but it is so close to absolutely right after 10 years that you'll be asking yourself why Symantec dropped it and why something as good or better has not replaced it on the market.

A. Stability

On the latest (nearly) hardware (G3) under the latest OS (9.0.4), it runs like a rocket with about 99.9% reliability. I have also run it with the same stability and speed on the same machine under OS8.5.1, and with the same stability and nearly the same speed on my LC630 68040 emergency machine.

B. *Uses*

One author wrote that he uses MORE for 50,000 word book outlines!
Another adopted it for scripts.
Some use it for planning documents and presentations.
Others use it to prepare academic papers and so on, then export to another word processor (e.g. NisusWriter) for footnotes, etc., and final printing.
I use it for reports for my marketing and PR clients.
Your think, you write, you can use MORE!

C. *MORE than outlining…*

You'll also look at the two slide show modules (choice of b&w or colour, 108Kb extra each) and the graphing module (144Kb extra) and you'll be wondering what in hell went wrong with the world after 1991 (when MORE 3.1 was published).
I have my report done, I am about to make a presentation to a client. A click of the mouse produces a set of slides from the report. I print them out as overheads, and my presentation is ready to go.

D. *Just satisfying*

At the end of the Tutorial, you'll be looking at how easy it is to produce consistent, well laid out documents once you have mastered the ruler set up. You'll be wondering how much of your life you have wasted previously trying to achieve what this 594Kb program can do for you along with its tiny extras.
Doing all these big things so quickly and easily with such a neat program gives me satisfaction in itself.
I like a quality tool — and MORE is top quality.

VI. A LITTLE KINKETTE OR TWO

As I mentioned, MORE is idiosyncratic. Here are a couple of tips to help you get up and running faster. They are things I didn't immediately pick up on or got caught on early.

A. *"Comments" windows [body text].*

When you are working in these windows, it is in many ways like working in a document separate from the main structure of your document.
Your outline document is filling the screen, but it is like a frame around the comments window in which you are working.
You can type, return, tab, delete, apply type styles, move around with the mouse or arrow keys, etc, and it will all happen only in that window.
Hit "enter" or click outside the comments window in the main part of the outliner window, and you return to outline level.

B. *Hit "Enter" to open and close "comments" windows*

• You can add "comments" or text to any head. Just have the cursor in the head and hit the ENTER key (NOT Return) on the extended keyboard. The comments window opens. From anywhere in the comments window, hit ENTER and the comments closes.
• You can drag the bottom right hand corner of a comments box to enlarge it on screen or double click on the bottom right hand corner to make that comments box the entire screen.
• If you do open the comments box to fill the whole screen, DO NOT close this window in any normal way (e.g. by clicking on the close box at the top left-hand corner) or you will close your outline document, not just the comments window. Instead, just hit ENTER. You will be back with your outline and in the head to which that comment is attached.

C. *"Command-b" delete*

An odd and rather dangerous delete combination, but you'll get used to it! I adapted to is early by setting MORE's autosave to 1 minute intervals — that gave

me peace of mind in case I deleted by accident and noticed it too late for command-z to cope.

D. Drag and drop

Drag and drop does not work (development stopped on the program long before that appeared in the Mac System) EXCEPT you can drag sections up or down within your outline -- you'll find out how in the Tutorial. (You can also cut and paste to the same effect.)

Naturally, everything will be automatically renumbered and restyled according to the new position of the material in the outline hierarchy. Bliss!

VII. RULERS AND STYLES

Style is whole document stuff in general (you can make local changes, of course), and it all hangs off the Level 0 head (your document head or title) like a good figure hangs off a beautiful woman's cheek bones (c/f Edina's mother speaking to Edina in 'Absolutely Fabulous' — "Your whole figure hangs off my cheekbones, dear!").

A. Setting styles/formats — document wide

So you start off with your cursor in Level 0, the top head on the opening page, the title, the home level, open the ruler window, and set the type for each of the levels and the comments, set the style (e.g. bold, etc.) for each level, set the size for each level, colour, etc.

1. Specifying levels

If you set, e.g. the size, for Levels 1-999 (i.e. all levels from the first head under the Level 0 document head), then set a separate size for Levels 3-3 (i.e. Level 3 only), the size you set for that specific level will override the global setting at that level. Pretty neat, I think. (Although I actually prefer to specify all levels of heads exactly, but to have one overall body text style and size which is set for 0-999.)

2. Click on ADD to implement changes

Make sure you click on ADD (if it's new or additional to what is there), REPLACE (if it replaces what was there) or DELETE (if you don't want what was there) after each step in the styling procedure. These operators activate what you have done in the style dialogue. Do make sure you have ADDED or REPLACED or DELETED before closing the dialogue box. Just setting something (e.g. changing the font) then closing the dialogue box does NOTHING!!!!!!!!!

B. Lower level formatting — within a section/sub-section

You can format at a lower level but that formatting will apply only within that section, e.g. to the particular head you are in, say a Level 2 head, plus the levels 3, 4, 5, etc. heads and 'comments' [text] governed by that particular Level 2 head. The moment you reach the next Level 2 head, the formatting will default back to the global settings.

C. Local formatting

Of course, you can make local style changes to words, sentences and paragraphs, such as bold, italics, underline, etc., and some paragraph commands using the text ruler, in the normal way.

VIII. RULE SETS AND OUTLINE TEMPLATES

Having set up a style for an outline and found it to be to your liking, you might like to save it to use for other outlines.

You can, as a ruler set.

You can also save an outline template — a ruler set with words!

These are a little tricky to implement, and I must say they defeated me until André Ruegg came along on the Nisus-Hub list and asked for advice about outliners. I suggested MORE, he tried it and every other outliner he could lay his hands on, old and

new), was in love instantly.

Then he asked himself whether he could work on his outline in a set of screen-desirable fonts and sizes (i.e. large and legible), then switch to his desired format for printing out or exporting to NisusWriter.

That's one great use for the Rule Sets. André beat them and the Templates into submission, then showed me and others what we had missed in the Tutorial. (It is there, sure enough.)

A. *Follow instructions EXACTLY*

You must follow the instructions EXACTLY to save and install the rulers and templates. The instructions are somewhat buried in the otherwise excellent tutorial and because there are only slight differences in operations required, you can get them wrong. I did not get this right, so was working with locked template documents I kept on my desktop. Then André came along, bullied MORE into submission, and taught me and others how to do it. The following is thanks to André and includes a lot of his words.

1. RULE SETS

Ruler Sets are a very powerful way to:
- Specify a saved set of styles (a Rule Set) at '0' level (Outline title) in a new outline so you put in place the format for your new outline which follows a format you have already set up and stored as a named ruler.
- Instantly change the format of a partly completed or entire outline to another format throughout.

You can create and install as many Rule Sets as you like for your needs.

Here is how it works:

a) Creating Rule Sets

(1) *Open a Library file or create a new one*
If your desired library file is not open by default, open it! Menu bar > Library > Open Library. Alternatively, create a new library file.
It gets saved in the MORE Files folder in your MORE folder.

(2) *Set up a Ruler format*
First, format an outline as described above and well demonstrated in the Tutorial.

(3) *Then install the Rule Set*
- Use the selection bar at the left of the screen to SELECT the 0 Level (the title, the first line of the document, the home level) or double click in it to select it all. NOTE: SELECT is vital; don't just place the cursor in the level.
- Go Menu bar > Library > Open Library/New Library (if a library file is listed as e.g. "Close All Rules" -- that means the library file "All Rules" is open). If a library file is open, go > Rule Sets > Install Rule Set. Your outline format will be saved and installed in the rule sets menu ready for future use.

b) Using Rule Sets
A library file MUST be open. If your desired library file is not open by default, open it! Menu bar > Library > Open Library.

(1) *Select and Choose*
To apply the rule set to an entire outline, SELECT (n.b. SELECT is crucial again) the 0 level (title level), then go Menu Bar > Library > Rule Sets > and choose the rule set you would like to be applied from the menu.

   (2) *What happens*
    Awesome! The entire outline is reformatted instantly in accordance
    with the rule set you just chose! Wow!

   (3) *In use*
    This means, for example, that I have two Rule Sets for each style of
    outline I use — one is the screen version, which is basically the heads
    as per the printer version plus easy-to-read Geneva 12 as the
    "comments" or body copy style, the other is the printer version,
    with printer-friendly Berkeley 12 as the comments style.

   (4) *Note:*
    You can apply a rule set to part of an outline also — I won't ever do
    that, but *you* can!

2. OUTLINE TEMPLATES
Okay, so you have to generate the same outline every month for a particular
report. For that, you use an outline template from your MORE library.

 a) **Creating Outline Templates**

   (1) *Open a Library file or create a new one*
    If your desired library file is not open by default, open it! Menu bar >
    Library > Open Library. Alternatively, create a new library file.
    It gets saved in the MORE Files folder in your MORE folder.

   (2) *Create the outline*
    First, create the outline that you would like to use as a template.

   (3) *Install the Outline Template*
    • Then CLICK IN the 0 level (title) so that the CURSOR APPEARS
    WITHIN THE TITLE. NOTE: it is CRITICAL that you do NOT
    SELECT the level, you simply PLACE THE CURSOR there!
    Now you go Menu Bar > Library > Outlines > Install Template, and
    your template is saved and installed in the Outlines Template menu
    for future use.

 b) **Using an Outline Template.**

   (1) *Open a new document then…*
    Next time you need to generate this outline, simply open a new blank
    MORE document and select the template from the library menu.

   (2) *What happens*
    Zot! Your formatting AND your words are in place! Too neat for
    words (says André)!

   (3) *Templates of bits*
    André adds that "it seems that you can also select from first level of
    topics to save as a template".
    I haven't tried that, but it obviously would give great flexibility for e.g.
    form documents with a number of fixed alternatives available
    according to the situation.

IX. The Future
Our hope for going forward into OSX and beyond seems to be Glenn Berntson, the
IdeaKeeper man, who says he is working towards a MORE look-alike from his current
IdeaKeeper base, while retaining IdeaKeeper's best features.
Dave Winer has also been doing outline stuff as part of Frontier. Perhaps that will
become more accessible as far as ordinary word processing goes.